



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY DETACHMENT MONTEREY
1588 CUNNINGHAM RD.
MONTEREY, CALIFORNIA 93943-5210

IN REPLY REFER TO:
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Ser 00/051
28 Jun 02

From: Chief Petty Officer in Charge, Personnel Support Activity Detachment, Monterey

Subj: MINUTES OF THE 27 JUN 02 PERSUPDET MONTEREY PASS LIAISON
REPRESENTATIVE (PLR) MEETING

1. The monthly PLR meeting was held on Thursday, 27 Jun 02 at 0930. The commands represented were NPS, NTTCD, FNMOC, NAVPMOSSP Sunnyvale, NMAU, NRL Det, and NAVAIRESCEN San Jose.

2. Topics of discussion were as follows:

Customer Service/Receipts:

- NAVPERS 1070/613 (Page 13): When submitting a Page 13 to PSD for service record filing, entries must be signed by an authorizing official along with full names (last, first, middle) and social security numbers. For further information refer to MILPERSMAN 1070-320.

- Single BAH: In order to start Single BAH entitlements, PSD will need an approved special request chit along with a statement of non-availability, termination of barracks, or barracks not assigned from the BEQ. Members in paygrade E6 will need to submit a statement from the BEQ even though a special request chit is not required.

- U.S. Citizenship Applications: Federal Law extends naturalization benefits to lawful permanent resident aliens who have served honorably in the United States Armed Forces for a minimum of three years. Resident aliens that are serving in the reserves are also eligible. An agreement between the Department of Defense (DOD) and The Immigration and Naturalization Service (INS), exists to expedite the administrative handling of service members citizenship applications. Advise sailors with overseas orders of the advantages of applying for expeditious naturalization for a lawful permanent resident spouse. A spouse married to a United States Citizen, whether military or civilian, who is assigned overseas may qualify for expeditious processing of a naturalization application. For point of contacts and further information refer to NAVADMIN 171/02.

Educational Service Office:

- Advancement Examinations: The March exam results are in and the profile sheets have been distributed to the commands. The next exam dates are as follows:

E6	5 Sep 02
E5	12 Sep 02
E4	19 Sep 02

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ESO will be making arrangements to set up a date and time for personnel to review and sign their worksheets at the member's command. The location and reporting time for the upcoming exam will be announce at a later time. The frocking letter given to the member does not have to be submitted to PSD for service record filing, although a frocking page 13 is required for service record filing.

Transfers/Separations:

- Family Entry Approval (FEA): Personnel with family members who have orders to an overseas station that requires an FEA should be processing their overseas screenings immediately. The FEA cannot be requested until the member and family members have been found suitable for overseas assignment. The FEA is the basis for Command Sponsorship at the overseas activity. Without an FEA there is no entitlement for the family members to receive any overseas allowances, use overseas facilities, or be assigned overseas government housing. The FEA is also the basis for transportation of the family members to the overseas activity. In addition household goods/personal property cannot be shipped to the overseas activity without an FEA. Approvals vary from one overseas station to another, based on economy, housing constraints and many other factors that are taken into consideration before approval is granted.

Military Pay:

- Thrift Savings Program (TSP) Print Problem: Per Military Pay Advisory 58/02. As part of the TSP implementation, the leave and earning statements (LES) were revised to include the member's TSP data. Fields included were the percentage rate elected for base, special, incentive and bonus pays and total year-to-date (YTD) deduction and YTD divided into deferred and exempt categories. Since January 2002, there has been a print problem on the LES in the YTD deferred category where the fifth digit to the left of the decimal point (thousandth position) is blank whenever the amount exceeds \$9,999.99. Example: The member has had \$11,000 contributed to TSP and the TSP YTD deduction shows \$11,000.00 but the YTD deferred field contains \$1,000.00. This problem is scheduled to be corrected on the June 2002 LES.

- Military Pay Section Relocated: To better serve our customer's needs the Military Pay Section has been moved from the PSD Customer Service section to the window located at Rm. E113 within PSD. The new contact phone number is 831-656-3505 or DSN 756-3505.

- United Concordia: Any service member experiencing a lapse in coverage with United Concordia dental insurance or had a claim reject due to family members not showing in DEERS contact 1-800-866-8499 or conus@ucci.com for a United Concordia representative. Lapsed coverage can be reinstated by filling out a new application and backdating your premium payments when your eligibility without your knowledge. For any additional assistance call DSN: 756-2746 to talk to a PSD Monterey customer service clerk.

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Travel:

- Government Credit Card: The government credit card is for paying for one's own expenses and not to be used to pay for other traveler's expenses. A member cannot be reimbursed for paying for another traveler's rental car or lodging. If the member should pay for another person's expenses he/she will have to seek reimbursement from that member.

- Travelers to Turkey: All DOD personnel travelling to Turkey must have NATO travel orders in addition to their regular travel orders. All orders should make the port of entry Ankara, Adana, or Istanbul if at all possible unless it is the final destination. Personnel are being denied entry through Istanbul for various reasons, with the latest being the lack of NATO travel orders. Personnel assigned to Turkey and traveling outside the country on leave should also carry NATO travel orders to prevent problems when reentering the country.

- Review your Travel Itinerary on the Web: After making travel reservations with your local SATO office either by fax, phone, or email, you may access the information on the Internet by going to WWW.Virtuallythere.com and inserting your record locator number provided by SATO and the traveler's name. This itinerary may be printed and given to travelers for their convenience. Remember to verify whether the ticket will be an "e-ticket" or "hard copy ticket"

Transportation:

- Rental Vehicle Leasing: Several calls have been made to the Global Distribution Domestic CONUS Customer Service from military units concerning the leasing of commercial rental vehicles to transport personnel with unit arms, ammunition, and explosives (AA&E) and other Department of Transportation regulated HAZMAT. Most Corporate Rental Headquarters are unaware that HAZMAT or AA&E are being transported in their vehicles. Corporate Rental Headquarters have strict policies that prohibit this movement, and the policy is clearly written into the contract that is signed by the units. The use of commercial rental vehicles for transporting AA&E and regulated HAZMAT is strictly against the leasing agent's rental policies unless negotiated arrangements and approval from Corporate Headquarters are obtained. Normally, rental companies require at a minimum one million dollars liability policy in the event of an accident or incident. IAW the requirements of DOD Management, Acquisition, and the Use of Motor Vehicles, DOD 4500.36-R, it is imperative that units leasing vehicles and signing the contract adhere to the conditions of the contract. If you have any questions please contact Ms. Gwenevere Marshall, 757-878-7482 or DSN 826-7482, email: marshallg@mtmc.army.mil or Mr. C.E. Radford, 703 428-2314 or DSN 328-2314, email: radfordc@mtmc.army.mil regarding this matter.

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3. The next PLR Meeting will be held on Thursday, 25 Jul 02 at 0930 in the PSD Conference Room.


W. H. PEREZ-SOLERO

Distribution:
PSDMTRYINST 5216.1N
List A, B, C, and D